

Title

Energy Programs & Rural Development Coordinator

About the Wyoming Infrastructure Authority

The Wyoming Infrastructure Authority (WIA) is a state instrumentality formed by the Wyoming Legislature in 2004 to diversify and expand the Wyoming economy by improving the energy infrastructure necessary to ensure the long-term viability of Wyoming's natural resources. The WIA promotes and develops projects related to energy transmission, coal export terminals, clean coal generation technologies, and carbon capture, utilization and storage (CCUS). WIA also has the ability to issue up to \$1 billion in industrial revenue bonds to provide financing assistance to qualified projects. WIA is the managing entity of the Wyoming Integrated Test Center (ITC), which is \$21 million private/public partnership, providing research space for scale-up of carbon management technologies at the Dry Fork Power Station near Gillette, WY. On July 1, 2020, the WIA, the Wyoming Pipeline Authority and the State Energy Office will merge to become the Wyoming Energy Authority (WEA).

Job Summary

In coordination with the Director of Public Affairs and Communication, the Energy Programs & Rural Development Coordinator will manage the outreach, communication, grantee support, and project administration for the State Energy Program, funded by the Department of Energy. This position will play a key role in coordinating efforts between state agencies to increase participation in energy grant programs and be the point of contact between the office and Wyoming communities. The coordinator will work with local communities to develop and implement programs that meet identified opportunities and needs. Additionally, this position will assist with outreach and communication efforts for the Wyoming Energy Strategy and to WIA's varied group of stakeholders, as well as provide event planning and support. The ideal candidate would have interest in the energy industry and embrace opportunity to grow into advanced roles as WIA's mission evolves and the transition to WEA. This position will work with the Energy Efficiency Manager at the State Energy Office to transition the programs over the next year, which will shift into managing them once they are officially located within WEA's portfolio.

Responsibilities

- Train with State Energy Program Manager to fully understand the State Energy Program (SEP), all associated rules and reporting requirements, current grantee programs, and current processes
- Work with staff to develop and implement strategic plans for programmatic growth of the SEP.
- Review grant applications, stay current with SEP programs and requirements, complete project administration and monitor program reporting as required.
- Ensure quality projects are funded and grantees are fully supported to administer projects successfully.

- Serve as the liaison between communities/grantees and U.S. Department of Energy responding to requests for information concerning State Energy Office programs.
- Coordinate efforts between state agencies offering energy-related grants to increase utilization and provide interested grantees with knowledge on all available programs.
- Assist with securing state and federal funding for energy-related projects.
- Develop long-term relationships with, and coordinate with, a variety of internal and external stakeholders to ensure successful implementation of assigned special projects.
- Implement and maintain engagement activities, including face-to-face presentations, webinars, conference trade shows, tours, and other strategic business development activities resulting in an increase in grantees, partners and a strong network.
- Use various communication tools (website, email, social media, news media tools - radio, videos, press releases) to strategically accomplish the authority's priorities.
- Complete other duties and special projects as assigned. Assist with office and administrative duties as needed.

Requirements

- Bachelor's Degree from an accredited university or equivalent relevant experience
- Creative problem solving skills, self-motivated, reliable and organized.
- Strong communication skills, including writing, editing and proof reading skills.
- Strong computer skills are required. Knowledge of MS Office Suite, Adobe Professional, WordPress, HTML and CSS and general office procedures is essential.
- Must work well both independently and as a member of a team.
- Strong interpersonal skills with the ability to build positive working relationships with stakeholder groups, businesses, communities, and communicate effectively with a variety of people.
- Must have attention to detail and ability to understand complex federal programs.

Additional Information

- Report to: Director of Public Affairs & Communications
- Physical Requirements: May occasionally need to transport office materials, up to 20 lbs.
- Travel: Around the State of Wyoming, occasionally to out-of-state conferences, up to 20% of the time. WIA will reimburse the standard mileage rate for personal vehicle use or provide a rental vehicle as needed.
- Work hours: WIA works standard 8:00 a.m. to 5:00 p.m. office hours Monday through Friday, although travel and work on evenings and weekends may be required for outside events.
- Salary: \$40,000-\$50,000 per year, with annual incentive bonus up to 10% of annual salary based on merit.
- Benefits: State of Wyoming health insurance plan, 403(b) retirement plan, and paid vacations are provided.

Closing: Friday, August 30, 2019 – Send resume and cover letter to sarah.young@wyo.gov